

REQUEST FOR PROPOSALS FOR ASSESSOR'S CONTRACT

The City of New Richmond is seeking proposals for assessor services beginning in 2016. New Richmond is interested in obtaining services of an experienced assessor or assessing firm to provide full-value maintenance of all property record data in electronic format using Market Drive software. New Richmond conducted a market revaluation in 2009. The proposal shall include cost to perform maintenance for 2016, 2017 and 2018. Proposals shall be submitted in writing to the City Clerk on September 30, 2015 by 2:00 p.m. at City of New Richmond, 156 East First Street, New Richmond, WI 54017; emailed to treigel@newrichmondwi.gov; or faxed to 715-246-7129.

Requirements and Specs:

Population: 8,716

Total Number of Parcels: 4,193

Residential Parcels: 3,273 With improvements: 2,670

Commercial Parcels: 357 With improvements: 294

Personal Property Parcels: 511

Must have three years experience working with Market Drive program, be able to maintain this program on the City's viewer machines, and the ability to put the assessor's records on-line for the public to view.

Mail tax exempt forms every other year to those who are currently tax exempt.

Must have five years experience as an assessor and be approved by Wisconsin Department of Revenue to perform assessments in the State of Wisconsin.

Must have flexible hours to allow for residents to call and a voicemail for them to leave messages.

Proposal is not to exceed 8 pages double spaced.